

JOB OPPORTUNITY

Job Opportunity Bulletin:

#08-005

Final Filing Date:

July 24, 2008
or Until Filled

Position:	Salary:	Location:
Office Technician (T)	\$2,686 - \$3,264	Office of Statewide Health Planning & Development Facilities Development Division 1600 Ninth Street, Room 420 Sacramento, CA. 95814

General Statement: Under the general direction of the Supervisor, Health Facilities Review, the incumbent will provide clerical support, create and maintain databases such as Excel and Access to provide specific information to other governmental agencies, OSHPD staff, applicants, and the public regarding program requirements and statutes for the Seismic Retrofit Program.

Duties:

- Respond to public and governmental agency, OSHPD staff, and applicant requests for information regarding Seismic Retrofit Program.
- Research of less complex health facility construction information to create and/or generate special reports using software (i.e. Access and Excel).
- Review, edit and log outgoing correspondence for grammar, spelling and clarity.
- Type, photocopy, file, fax and mail various materials.
- Process travel advance and expense claims using CalATERS, make airline reservations, schedule meetings, secure travel arrangements; maintain confidential personnel files.
- Process all geo-technical reports submitted to OSHPD including but not limited to: opening, date stamping and distributing geo-technical reports to appropriate staff for review.
- Input, update and maintain information in the Geo System Access Database; generate geo-technical reports; prepare and mail out correspondence to clients, California Geological Survey, and OSHPD staff.
- Process and distribute incoming health care facility evaluations, compliance plans, and other related documents to determine completeness and compliance with seismic evaluation and retrofit regulations. Input, update and maintain information in the Project Logbook Database System – Seismic Retrofit Module. Create and maintain project file folders.
- Take messages and route them via electronic mail and/or in writing. Order, receive and maintain unit's office supplies.
- Conduct testing of new program functions of the Project Logbook Database – Seismic Retrofit Module to ensure successful implementation of new database programs.

Desirable Qualifications:

- Good working knowledge of personal computers and software, including Microsoft Office Suite.
- Must be dependable, punctual, and possess good attendance habits.
- Excellent spelling, grammar, filing, and organization skills.
- Ability to communicate tactfully and effectively and work cooperatively with others.
- Sound judgment and discretion in communicating with management staff, support staff, and the public.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312
Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Employment and/or Examination Application, STD. 678 to:

OSHPD - Facilities Development Division
Attention: FDD Personnel (**JOB #08-005**)
1600 Ninth Street, Room 420
Sacramento, CA 95814

For more information contact Terry Meleski at (916) 654-2851.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.